

HOW TO DOCUMENT YOUR ACCOMPLISHMENTS

PARAGRAPH ONE: What is the nature of this activity?

- ♦ CLEAR
- ♦ CONCISE

What did you do?
Is this an ongoing project?
Was this a collaborative effort?
Was there any type of staff presentation/sharing?
Were new materials created?

PARAGRAPH TWO: Why is this accomplishment significant?
This was significant because...

- ♦ CLEAR
- ♦ CONSISTENT
- ♦ CONVINCING
- ♦ EVIDENCE

Was this a ground-breaking effort?
Did it bring about a positive change?
Did it help teachers implement best practice?
Did it satisfy a perceived need?
Did it significantly change teacher behavior?
Did it enhance the school/district learning environment?
Did it positively influence parent involvement?
Did it create a stronger connection between parents and your school/district?

PARAGRAPH THREE: ***How has what you have described had an impact on students' learning?

This activity had a strong impact on student learning.

- ♦ CLEAR
- ♦ CONSISTENT
- ♦ CONVINCING
- ♦ EVIDENCE

Was there significant growth in student achievement?
a) In what specific skills/content knowledge?
B) Positive effect on testing results? (quantitative data)
Was student engagement in learning increased?
a) Cite specific evidence
Did the quality of student work improve? (In what ways?)
Did students take more ownership of their learning?
Did students' attitude towards school improve?
What specific, new knowledge/skills did students acquire as a result of your efforts?